



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF IMPERIAL
Superior Court Human Resources Division**

939 W. Main Street, El Centro, CA 92243
Phone (760) 482-4739 Fax (760) 482-4530 Website: <http://www.imperial.courts.ca.gov>

EMPLOYMENT OPPORTUNITY

JOB TITLE: COURT REPORTER
WAGE INFORMATION: Range 292 \$4,661.28 - \$5,952.96
FILING PERIOD: Continuous Filing

Position:

The Superior Court of California, County of Imperial is seeking an experienced Court Reporter. Under the direction of an assigned supervisor, take verbatim notes at court hearings, trials and other proceedings; transcribe stenographic notes to produce transcripts of courtroom activities.

MINIMUM QUALIFICATIONS:

Certification as a Certified Shorthand Reporter (C.S.R.)
Valid California driver's license.

The Candidate should have the following:

Knowledge of:

- Legal and medical terminology.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Courtroom proceedings and activities in civil and criminal cases.
- Operation of office and computerized stenographic equipment relating to court reporting.

Ability to:

- Attend court hearings, trials and other proceedings to take stenographic notes.
- Take verbatim notes of verbal communication in the courtroom.
- Accurately transcribe stenographic notes and prepare transcripts on computerized stenographic equipment.
- Read, review, edit and correct written materials.
- Take stenographic notes of multi-voice legal proceedings at the rate of 200 words per minute.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain up-to-date reference materials regarding court reporting.
- Work independently with little direction.
- Attend court proceedings at various locations.

Benefits:

Self-insured health insurance plan and dental/vision option; life insurance of \$20,000; thirteen (13) paid holidays; vacation and sick leave, sick leave buy-back program; voluntary 457 deferred compensation programs; tuition reimbursement program; flex 125 plan-health and dependant care. Contributory system under the County retirement Act of 1937.

The provisions of this announcement do not constitute an implied or expressed contract, and any provision

contained in this announcement may be modified or revoked at any time.

TO APPLY:

Interested individuals must submit a completed Superior Court of California, County of Imperial employment application along with a copy of C.S.R certification and a detailed resume. Application, and job description may be downloaded at <http://www.imperial.courts.ca.gov/Hr.htm>.

Mailing Address: Superior Court of California, County of Imperial
Human Resources Department
939 W Main Street, El Centro, CA 92243

Background Investigation: Applicants may be subjected to a thorough background investigation, which may include, inquiry into past employment, education, credit, criminal background and driving record.

NOTE: Pursuant to the Federal Immigration Reform and Control Act of 1986, all persons hired by the Superior Court must present at the time of hire: (1) proof of U.S. Citizenship OR (2) if a non-citizen, documentation of authorization to work in the United States.

ABOUT THE COURT

The Superior Court in Imperial County has 9 judges and 3 subordinate judicial officers serving the public in various cities in the county, including El Centro, Calexico, Brawley, Holtville, and other non-incorporated cities. The Court operates from several branches; the main branch located in El Centro and other branch locations in Brawley, Calexico, and Winterhaven. The current operating budget is approximately \$8 million with approximately 82 non-judicial employees.

ABOUT THE COUNTY

Imperial County is bounded on the west by San Diego County, the east by the Colorado River and Arizona, the north by Riverside County and the south by Old Mexico. The County has a population in excess of 161,000. El Centro, the County Seat, has a population of 41,000. Educational facilities include fine schools; a Junior College and extensions to San Diego State University and University of Phoenix. This area bounds in recreational activities such as boating, swimming, fishing, hunting, golfing, desert activities, etc.

During the winter months we are blessed with the most ideal weather in California. The summer months from June to September are hot but healthy.

If you live in a large city, come to Imperial County and enjoy the friendship and relaxation afforded by our smaller cities!

EOE